

Game Day Parking Fundraiser SOP

Created 14 September 2006, RMB

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- I. Objective
 - a. The purpose of this fundraiser is to raise money for the first year class at the College of Veterinary Medicine.
- II. Preparation and Materials
 - a. Arrangements will be made with campus parking services to use the front lot (for a flat fee) and the back lot (for a per stall fee).
 - b. Unless otherwise noted, materials will be stored in the junior loading dock during the season.
 - c. 5 \$10 bills and 10 \$5 bills per entrance in envelopes (\$100 total) will be acquired by the class treasurer before game day.
 - d. Four sandwich-board signs for advertisement and directions.
 - e. Two to three FRS radios (opt.) optimize communication when the lot starts to become full.
 - f. Two to four reflective vests for lot security.
 - g. Trash bags for lot clean-up.
- III. Methods
 - a. Signs, stored in the junior loading dock, will be placed 4 hours before kickoff.
 - i. One sign for each lot entrance
 - ii. One sign on the corner of Jardine & Denison
 - iii. One sign on the corner of Claflin & Denison
 - iv. Add arrows to each sign as needed to indicate where the parking is.
 - b. Four hours before kickoff, there will be four volunteers to man the entrances to the front and back lots; and two hours before kickoff two more will begin lot security and management of filling the final parking stalls.
 - i. A volunteer's vehicle parked by the front entrance can be used to store large bills and large numbers of bills more securely.
 - ii. One to two volunteers will man the front of each lot.
 - iii. Fees
 1. Charge \$15 per vehicle
 2. Clients coming to the hospital and clinicians coming to work park free.
 3. All others associated with the CVM park free in the back lot.
 - iv. Parking
 1. All stalls are considered available EXCEPT 24-reserved and handicapped stalls.
 2. Strive to fill the front lot first, as we are charged a flat rate.
 3. Once all the stalls are filled in the front lot, park vehicles along curbs, keeping safety in mind.
 - a. Keep in mind fire safety zones.
 - b. Keep in mind safety of cars entering/exiting the lot.
 - c. Keep in mind clients, especially with horse trailers (who must be able to access the back of the building via the north driveway).
 4. Once the lot is full, place the "Lot Full" sign in front of the sandwich board and refer cars to the back lot. Also, change the arrows on the Jardine/Denison sandwich board to direct cars to the back lot.
 - v. Keeping proceeds from the front and back lots separate, collect all the money and return it to the class treasurer at earliest convenience.
 - c. During the game, 3 volunteers will provide lot security.
 - i. Wear reflective vests to signify authority.

- ii. Maintain a roving watch over both front and back lots as a deterrent to mischief.
 - iii. If trouble should arise, do not attempt to stop a fight or apprehend a suspect. Rather, observe the situation and suspect and call authorities.
 - iv. At the end of the game, direct traffic to leave via the north end of the vet school and the gravel road, which leads to dorm parking and eventually to Manhattan Ave. (see green line on attached map).
- d. After the game (next day for late games), 3 volunteers will pick up litter in and around the parking lots.
- i. Meet at main entrance of hospital.
 - ii. Use the trash bags to collect litter and dispose in dumpster between Coles and Trotter Hall.

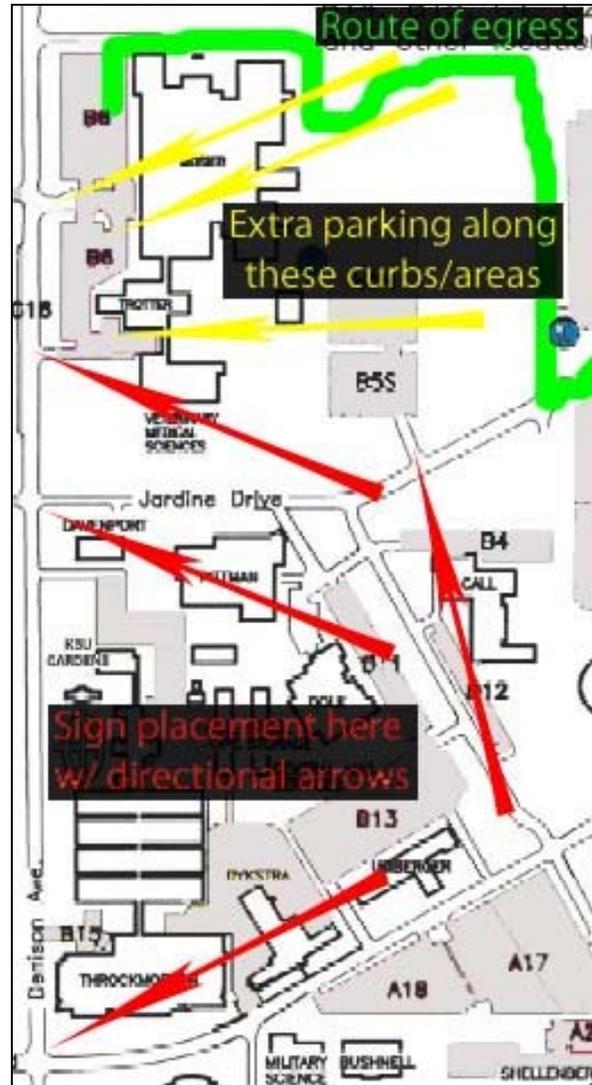


Fig. 1 Sign placement, extra parking, and exit route.